

Subject: PLEASE CONFIRM RECEIPT OF THIS MESSAGE AND CHANGES

From: Jim Omahen

Date: 06/01/2016 11:15 AM

To: Billing

CC: Marcelo Sabbatella <Marcelo.Sabbatella@universalpro.com>, Lisa Schechter <lisa@mediadistrict.org>

You have been notified that we have change addresses, yet you have not made the change to our invoices. Please do so.

New mailing and business address is:

Hollywood Media District BID

1040 N. Las Palmas Ave.

Hollywood, CA 90038

Also please remove former Executive Director's name, Susan Levi, from future invoices. Current Executive Director is Lisa Schechter.

PLEASE CONFIRM RECEIPT OF THIS MESSAGE AND CONFIRM UPS BILLING HAS MADE THESE CHANGES. Thank you.

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Jim Omahen, Operations Manager

Hollywood Media District BID

1040 N. Las Palmas Ave.

Hollywood, CA 90038

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MediaDistrict.org